



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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FINAL MINUTES FOR HIRING COMMITTEE MEETING

Held at 12:00 Noon on October 14, 2004

9545 E. Doubletree Ranch Road • Scottsdale, Arizona

Americans with Disabilities Act: Persons with disabilities may request reasonable accommodations by contacting Cherie Pennington at (480) 551-2714. Requests should be made as early as possible to allow time to arrange the accommodation.

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public and to the members of the Arizona Medical Board (Board), that the Hiring Committee will hold a meeting open to the public at the Board's offices located at 9535 East Doubletree Ranch Road, Scottsdale, Arizona. The Hiring Committee, upon a majority vote of a quorum of the members, may hold an *Executive Session* on any of the listed agenda items to consider confidential records; to obtain legal advice; or to discuss a personnel matter. A.R.S. § 38-431.03(A)(1) and (3). Those wishing to address the Hiring Committee need not request permission in advance; however, the Hiring Committee may limit those persons speaking during the "Call to the Public" at three (3) per side on any one issue. Per A.R.S. § 38-431.02 (H), the Hiring Committee can only take action on matters listed on the agenda. If appropriate, actions on public comment matters that are not listed on the agenda, will be limited to directing staff to study the matter or schedule the matter for further discussion at a later date.

The Hiring Committee reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Hiring Committee Members

Sharon B. Megdal, Ph.D., Chair

Edward J. Schwager, M.D.

Patrick N. Connell, M.D.

Ingrid E. Haas, M.D.

Albert Ray Tuttle, P.A.-C

Board Counsel

Christine Cassetta, Assistant Attorney General

Staff

Cherie Pennington, Director of Human Resources

Tricia Steffey, Board Coordinator

Susan Ahn, Legal Coordinator

Call to Order

Sharon B. Megdal, Ph.D., Committee Chair, called the meeting to order at 12:10 p.m.

Roll Call

The following Committee Members were present: Sharon B. Megdal, Ph.D., Patrick N. Connell, M.D., Ingrid E. Haas, M.D., Edward J. Schwager, M.D., and Albert Ray Tuttle, P.A.-C.

Call to the Public

There was no-one present for the Call to the Public.

NON-TIME SPECIFIC ITEMS

Update and Discussion of Process for Recruiting and Hiring an Executive Director

Sharon B. Megdal, Ph.D., Committee Chair, gave an update on the process for recruiting and hiring an Executive Director. She stated that the job announcement has been finalized and placed in several publications and websites. A copy of the job announcement and a list of publications in which advertisements were placed have been provided to Committee Members. The position was posted on October 7, 2004 and the official posting end date is October 28, 2004. Dr. Megdal stated that Emilio Velez, Jr., Recruitment Manager for Arizona Department of Administration, assisted with the drafting and finalization of the job announcement and Cherie Pennington, Director of Human Resources, worked with Mr. Velez to post and place the advertisements.

Mr. Velez gave an update of the response that has been received since the job announcement was posted. He announced that as of Monday, October 11, 2004, approximately 60 resumes have been received. A majority of the response is from Monster.com and there has also been response from CareerBuilder.com. Ms. Pennington clarified for Dr. Megdal that the position was posted in Capital Times last Friday and will be posted again next Friday.

Dr. Megdal announced that a tentative meeting has been scheduled for November 5, 2004, as an initial screening meeting to decide which candidates will be invited for an interview. Patrick N. Connell, M.D. will not be available to attend this meeting, however he stated that he is comfortable with the committee starting this process in his absence. Dr. Megdal stated that she would host this meeting at her office in Tucson at 2:00p.m. Edward J. Schwager, M.D, Albert Ray Tuttle, P.A.-C, and Mr. Velez will attend the meeting in person and Ingrid E. Haas, M.D., will attend telephonically. Dr. Megdal asked that Board staff set up a conference call reservation with an 800 number. Location and directions will be forwarded to Committee Members who will be attending in person.

Dr. Megdal affirmed that she would be providing a Hiring Committee update to the Arizona Medical Board Members this afternoon at the October Board Meeting. She asked Committee Members to discuss the most appropriate date for Board Members to interview final candidates. It was agreed that Dr. Schwager would poll the Board Members to add a special half-day Board Meeting on either Tuesday, November 30, 2004 or Friday, December 3, 2005 to conduct interviews of the final 2-3 candidates.

Thursday, November 18, 2004 was tentatively scheduled for Committee Members to conduct initial interviews of qualified candidates. Interviews will be conducted throughout the entire day and will be held at the Arizona Medical Board administrative office. Dr. Megdal asked for Committee Members to check their calendars to verify availability on this date. This meeting will be confirmed once availability of all Committee Members has been verified.

Dr. Megdal stated that Gary Ogelsby, Chief of Information Services, had offered to research Kinko's Video Conferencing Services for possibility of conducting interviews via video. Christine Cassetta, Assistant Attorney General, stated that she would check the status of this with Mr. Ogelsby. Committee Members agreed that video conferencing would be an option to consider for the initial interviews of out of state candidates. Dr. Schwager stated that the Arizona Department of Corrections has videoconferencing equipment that could possibly be utilized. Dr. Connell stated that University of Arizona also has videoconferencing equipment. Dr. Megdal reiterated that Board staff would research the most effective way to set up video conferencing.

Discuss and Create Interview Questions for Executive Director Candidates

Sharon B. Megdal, Ph.D., Committee Chair, stated that Committee Members have been provided a copy of the interview questions that were used during the last Executive Director search. Emilio Velez, Jr., Recruitment Manager for Arizona Department of Administration, also submitted additional suggested questions. Committee Members discussed the interview questions and made a number of suggestions. Mr. Velez stated that he would incorporate the Committee's changes. Dr. Megdal stated that the questions would then be circulated to Committee Members for review. Once reviewed, Committee Members can make additional suggestions to Board Staff.

Develop Criteria for Screening Applicants

Emilio Velez, Jr., Recruitment Manager for Arizona Department of Administration gave an overview of the matrix that he will develop to outline the qualifications of candidates. The matrix will rank the candidates based on the qualifying criteria stated in the job announcement. The matrix will be designed to indicate what qualifications the candidates possess in a yes/no format. Mr. Velez clarified for Dr. Megdal that if a cover letter were enclosed with a resume, the information from the cover letter would also be incorporated into the matrix. The Committee agreed that the matrix would identify the top 20 candidates. Mr. Velez stated that the packet would be provided to Committee Members no later than Tuesday, November 2, 2004. Dr. Megdal stated that she will be out of town at that time and provided an alternate address. Committee Members were asked to contact Christine Cassetta, Assistant Attorney General, if they need to make alternate mailing arrangements.

Approval of Minutes

The approval of the September 20, 2004 Hiring Committee Minutes was tabled until the next meeting.

Meeting adjourned at 1:02 p.m.

[seal]

Barry A. Cassidy, Ph.D., P.A.-C, Executive Director